

**BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY**

MEETING DATE: MAY 19, 2004

DIVISION: COMMUNITY SERVICES

BULK ITEM: NO

DEPARTMENT: COMMUNITY SERVICES

AGENDA ITEM WORDING: Approval of a contract between Monroe County and Certified Records Management, LLC for off-site records storage and approval of Resolution transferring funds for same.

ITEM BACKGROUND: The County has been planning on constructing records storage facilities in the Keys for use by the County Government and the Constitutional Officers. Those projects would be costly and take many years to complete. In the interim, the County's records storage needs are growing and the areas available to maintain records are diminishing. With the assistance and guidance of the County Attorney, discussions have taken place with CRM (Certified Records Management). They will handle the records storage in an appropriate facility. An organized retrieval system would be developed so that the records can be made available as quickly as possible.

PREVIOUS RELEVANT BOCC ACTION: 4/21/04 – Conceptual approval

CONTRACT/AGREEMENT CHANGES: N/A

STAFF RECOMMENDATION: Approval

TOTAL COST: \$6,207 per month

BUDGETED: No

COST TO COUNTY: \$6,207 per month

REVENUE PRODUCING: N/A

AMOUNT PER MONTH /YEAR:

APPROVED BY: County Attorney XXX

OMB/Purchasing XXX

Risk Management XXX

DIVISION DIRECTOR APPROVAL


JAMES E. MALLOCH, Division Director

DOCUMENTATION: Included XXX

To Follow

Not Required

AGENDA ITEM # 61

DISPOSITION: _____

MONROE COUNTY BOARD OF COUNTY COMMISSIONERS

CONTRACT SUMMARY

Contract with: Certified Records Contract #
MANAGEMENT, LLC Effective Date:

Effective Date: _____

Expiration Date: _____

Contract Purpose/Description:

Approval of a contract between Monroe County and Certified Records Management, LLC for off-site records storage.

Contract Manager:	<u>Jim Malloch</u>	<u>4500</u>	<u>Community Services / #1</u>
	(Name)	(Ext.)	(Department/Stop #)

for BOCC meeting on 5/19/04 Agenda Deadline: 5/4/04

CONTRACT COSTS

Total Dollar Value of Contract: \$ _____ Current Year Portion: \$ _____

Budgeted? Yes ☐ No ☐ Account Codes: _____ - _____ - _____ - _____ - _____

Grant: \$ _____

County Match: \$ _____

ADDITIONAL COSTS

Estimated Ongoing Costs: \$_____/yr For: _____

(Not included in dollar value above) (eg. maintenance, utilities, janitorial, salaries, etc.)

CONTRACT REVIEW

	Date In	Changes Needed	Reviewer	Date Out
Division Director	5/5/04	Yes <input type="checkbox"/> No <input type="checkbox"/>	J. Mallard	5/5/04
Risk Management	5/5/04	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Bill Graham	5/5/04
O.M.B./Purchasing	5/5/04	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Steve Spiller	5/5/04
County Attorney		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	See Attached	5/4/04

Comments: _____

A RESOLUTION CONCERNING THE TRANSFER OF FUNDS

WHEREAS, it is necessary for the Board of County Commissioners of Monroe County, Florida, to make budgeted transfers in the Monroe County Budget for the Fiscal Year 2004, therefore,

BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MONROE COUNTY, FLORIDA, that there shall be transfers of amounts previously set up in the Monroe County Budget for the Fiscal Year 2004 as, hereinafter set forth to and from the following accounts:

**Fund #001- General Fund
Ofcl/ Div #1000**

From: 001-5900-85500-590990

Other Uses

Cost Center # 85500- Reserves 001

For the Amount: \$37,500.00

To: 001-5190-00105-530340

Other Contractual

Cost Center # 00105- Records Storage

BE IT FURTHER RESOLVED BY SAID BOARD, that the Clerk of said Board, upon receipt of the above, is hereby authorized and directed to make the necessary changes of said items, as set forth above.

PASSED AND ADOPTED by the Board of County Commissioners of Monroe County, Florida, at a regular meeting of said Board held on the 19th day of May AD 2004.

Mayor Nelson _____

Mayor Pro Tem Rice _____

Commissioner McCoy _____

Commissioner Neugent _____

Commissioner Spehar _____

**BOARD OF COUNTY COMMISSIONERS
OF MONROE COUNTY, FLORIDA**

By: _____
Mayor/Chairman

(Seal)

Attest: DANNY L. KOLHAGE, Clerk

RECORDS STORAGE AGREEMENT

This Agreement is made and entered into this _____ day of _____, 2004, by CERTIFIED RECORDS MANAGEMENT, LLC (the CONTRACTOR), a Florida limited liability company which has the principal address of 4300 E. 7th Ave., Tampa, FL 33605, and MONROE COUNTY (the COUNTY), a political subdivision of the State of Florida, whose address is 1100 Simonton Street, Key West, FL 33040,.

WHEREAS, the CONTRACTOR owns and operates a records storage center located in Hillsborough County, Florida; and

WHEREAS, COUNTY requires secure storage space for public records which are old and seldom, if ever, required for COUNTY operations but which are required by law or determination of historic value to be retained; and

WHEREAS, other local government and state agencies have contracted such services from CONTRACTOR, which has been approved under the Florida S.N.A.P.S. Program; now therefore,

IN CONSIDERATION of the mutual promises contained herein, the Parties agree as follows:

1. **STORAGE SERVICES.** The CONTRACTOR shall accept for storage and service under its management system, and COUNTY shall deposit such record material as is identified on the initial Accession Log form attached hereto in Exhibit A and incorporated herein by reference. The parties agree that subsequent deposits of record material shall be identified on additional Transmittal Forms issued by CONTRACTOR at the time of such deposits.
2. **STORAGE AND RETRIEVAL OF DOCUMENTS.** The CONTRACTOR shall provide storage for COUNTY's records in a secured area, reasonably designed to prevent loss or damage from any environmental or any other cause. The CONTRACTOR shall provide to the COUNTY reasonable inventory and retrieval procedures to ensure expeditious availability and control of deposited records. These procedures shall include the use of the forms contained in Exhibit A, which is attached hereto and incorporated into this Agreement by reference.
3. **BAILMENT/DUTY OF CARE.** All deposits shall be held by CONTRACTOR under bailment and CONTRACTOR shall exercise reasonable care with respect to the custody, protection, storage and release of such deposits. The CONTRACTOR shall have only such duties of care or obligations to COUNTY as are specified herein.
4. **TERM.** The term of this Agreement is three years running from _____ through _____. This agreement shall be renewable at the option of COUNTY for an additional three one-year terms, provided COUNTY gives notice to CONTRACTOR of its intent to renew at least sixty (60) days prior to the termination of this agreement or any extension thereof.

5. **USE AND CONDITIONS.** The COUNTY shall use the storage facility solely for the purposes of storage of County records. The COUNTY shall not use the premises in any manner that would obstruct or interfere with any functions and duties of the CONTRACTOR or with any permissible uses by other users of the facility.

The COUNTY stipulates that all records which are deposited with the CONTRACTOR shall not be infected with mold/mildew/bacteria or any other hazardous substances including vermin. The COUNTY also stipulates that it is not the responsibility of the CONTRACTOR to clean, disinfect, exterminate or restore any deposits made in such conditions. It shall be the responsibility of the COUNTY to clean, disinfect, exterminate or restore the COUNTY's deposits or those of other depositors which are affected by the deposit of COUNTY records in such unacceptable conditions, upon request by the CONTRACTOR to repair such damage. The CONTRACTOR may, at its sole discretion, redeliver to the COUNTY such deposits as do not comply with this paragraph, and the COUNTY shall be liable for the damage which COUNTY's deposits cause to other depositors and to the CONTRACTOR.

6. **PAYMENT.** The total compensation to be paid to the CONTRACTOR in consideration of its services under this Agreement shall not exceed \$74,484.00 per annum. The COUNTY shall pay the CONTRACTOR on a per month in arrears basis in an amount based on the deposits and other services provided by CONTRACTOR in conformity with the rate schedule set forth in Exhibit B, attached hereto and incorporated herein by reference. The CONTRACTOR reserves the right to change its storage rates from time to time as may be necessitated by increased costs of operation, but notice of such changes shall be provided to COUNTY at least sixty (60) days in advance of the rate change, and the COUNTY shall have the option of terminating this agreement by giving the CONTRACTOR only thirty (30) days notice instead of the ninety (90) days provided in paragraph 11. All deposits placed with the CONTRACTOR between the first and last day of the month shall be prorated from the date placed.

The CONTRACTOR shall provide a monthly invoice on the 1st day of each month to the COUNTY's Division of Community Affairs, and payment shall be made in accordance with the Florida Prompt Payment Act. Payment under this agreement is contingent upon annual appropriation by the COUNTY. In the event that funds are partially reduced or cannot be obtained or continued at a level sufficient to allow for the purchase of the services contemplated, then the contract may be terminated immediately at the option of the COUNTY upon written notice of termination being delivered in person or by mail to the Contractor in compliance with the termination requirements of paragraph 11. The COUNTY will not be obligated to pay for any services provided by the CONTRACTOR after the effective termination date for which CONTRACTOR has received written notice.

7. **TAXES.** The COUNTY is exempt from the payment of all taxes.

8. **INSURANCE.**

A. General Liability Insurance

Prior to the commencement of work governed by this contract, the Contractor shall obtain General Liability Insurance. Coverage shall be maintained throughout the life of the contract and include, as a minimum:

- Premises Operations
- Products and Completed Operations
- Expanded Definition of Property Damage
- Personal Injury Liability
- Blanket Contractual Liability

The minimum limits acceptable shall be: \$1,000,000 Combined Single Limit (CSL)

If split limits are provided, the minimum limits acceptable shall be:
\$ 500,000 per Person \$ 100,000 Property Damage
\$1,000,000 per Occurrence

An Occurrence Form policy is preferred. If coverage is provided on a Claims Made policy, its provisions should include coverage for claims filed on or after the effective date of this contract. In addition, the period for which claims may be reported should extend for a minimum of twelve (12) months following the acceptance of work by the County.

B. Vehicle Liability Insurance

Recognizing that the work governed by this contract requires the use of vehicles, the Contractor, prior to the commencement of work, shall obtain Vehicle Liability Insurance. Coverage shall be maintained throughout the life of the contract and include, as a minimum, liability coverage for:

- Owned, Non-Owned, and Hired Vehicles

The minimum limits acceptable shall be: \$100,000 Combined Single Limit (CSL)

If split limits are provided, the minimum limits acceptable shall be:

\$ 50,000 per Person \$ 25,000 Property Damage
\$100,000 per Occurrence

C. Bailee's legal Liability Insurance

Recognizing that the work governed by this contract involves County property being in the care, custody, and control of the Contractor, and that most liability policies exclude coverage for such items, the Contractor will be required to maintain Bailee's Liability Insurance in amounts no less than the value of the property in the possession of the Contractor as agreed upon in the contract.

D. Policy Maintenance. The Board of County Commissioners of Monroe shall be named as Additional Insured on all policies issued to satisfy the above requirements except the bailee's insurance.

The CONTRACTOR must keep in full force and effect the required insurance during the term of this Agreement. If the insurance policies originally purchased

which meet the requirements of this lease are canceled, terminated or reduced in coverage, then the COUNTY must immediately substitute complying policies so that no gap in coverage occurs. Copies of current policy certificates shall be filed with the COUNTY whenever acquired or amended.

9. **HOLD HARMLESS.** The CONTRACTOR is liable for and must fully defend, release, discharge, indemnify and hold harmless the COUNTY, the members of the County Commission, County officers and employees, and County agents and contractors, and the State, its officers and employees, from and against any and all claims, demands, causes of action, losses, costs and expenses of whatever type - including investigation and witness costs and expenses and attorneys' fees and costs - that arise out of or are attributable to the CONTRACTOR's operations on the premises except for those claims, demands, damages, liabilities, actions, causes of action, losses, costs and expenses that are the result of the sole negligence of the COUNTY. The COUNTY shall fully defend, release, discharge, indemnify and hold harmless the CONTRACTOR from and against any and all claims, demands, causes of action, losses, costs and expenses of whatever type - including investigation and witness costs and expenses and attorneys' fees and costs - that arise out of or are attributable to from and against any and all claims, demands, causes of action, losses, costs and expenses of whatever type - including investigation and witness costs and expenses and attorneys' fees and costs - that arise out of or are attributable to the COUNTY's actions or omissions.

10. **NON-DISCRIMINATION.** The COUNTY for itself, its personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree that no person on the grounds of race, color, or national origin shall be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of premises or in the contracting for improvements to the premises.

ETHICS CLAUSE: Grantee warrants that he has not employed, retained or otherwise had act on his behalf any former County officer or employee in violation of Section 2 or Ordinance No. 10-1990 or any County officer or employee in violation of Section 3 of Ordinance No. 10-1990. For breach or violation of the provision the Grantor may, at its discretion terminate this agreement without liability and may also, at its discretion, deduct from the agreement or purchase price, or otherwise recover, the full amount of any fee, commission, percentage, gift, or consideration paid to the former or present County officer or employee.

11. **TERMINATION.** This Agreement may be terminated by either party upon giving ninety (90) days prior written notice to the other party.

12. **ACCESS TO AND RELEASE OF DEPOSITED RECORDS.** The CONTRACTOR shall restrict access to COUNTY's deposits to authorized representatives of COUNTY, who may examine such deposits in designated areas of the CONTRACTOR's premises. With the exception of circumstances described in paragraph 14 of this agreement, the CONTRACTOR shall not disclose or deliver

deposits or information contained therein to any person unless specifically directed to do so in writing by the COUNTY. For purposes of this paragraph, only the Director of the COUNTY's Division of Community Affairs, the COUNTY Attorney, or the COUNTY Administrator shall be authorized to provide such written directions for delivery or disclosure. Any one of those officers may designate in writing a person authorized to retrieve and/or inspect such record deposits as identified in the writing. The CONTRACTOR shall not be liable for any delay in granting access or delivery of deposited records caused by the CONTRACTOR'S verification of the authorized status of the person or entity requesting access to same. The COUNTY is a political subdivision of the State of Florida and a lien can therefore not be placed on its property. However, nothing contained herein shall preclude the CONTRACTOR from taking such action as is authorized under the Florida Prompt Payment Act to obtain payment for the services provided hereunder.

13. **INCIDENTAL TRANSPORTATION.** As part of the services provided hereunder, the CONTRACTOR may, from time to time, deliver deposits to COUNTY upon its request. The parties agree that such delivery is incidental to the CONTRACTOR's storage and record maintenance function and that the CONTRACTOR shall not be deemed a contract or common carrier, and that the CONTRACTOR's liability under paragraph 15 below shall apply to any such ancillary service.

14. **LEGAL PROCESS.** The CONTRACTOR shall not be liable to the COUNTY or any third party for the disclosure of or the seizure, attachment, garnishment, or subpoena of COUNTY's deposited records pursuant to civil or criminal legal process issued against the COUNTY, its employees or its agents, which directs CONTRACTOR to hold, disclose, turn over, or surrender such deposits pursuant to such legal process.

15. **LIABILITY.** The CONTRACTOR shall be liable to the COUNTY only for loss or damage to deposits caused by or resulting from the negligence or willful act of the CONTRACTOR. The amount of such liability shall be limited to the valuation and insurance provisions of paragraph 8, above. Nothing herein shall be deemed to prevent COUNTY from obtaining or maintaining its own insurance on such deposited records. Any claims against the CONTRACTOR must be made in writing and delivered to the CONTRACTOR by Certified Mail, within forty-five (45) days after the return of deposits to COUNTY or the COUNTY's receipt of notification of any event or occurrence affecting such deposits.

16. **VOLUNTARY DESTRUCTION OF DEPOSITED RECORDS.** Upon written instruction from the COUNTY signed by the COUNTY Administrator, the contractor shall destroy all or a portion of county's deposited records, as specified in the written instruction. Under these circumstances, COUNTY releases the CONTRACTOR from any and all liability by reason of destruction of such deposits pursuant to such authority. After providing instructions to destroy deposits as provided herein, COUNTY shall not be liable for further storage charges for such deposits.

17. **DEFAULT-WAIVER.** The waiver by the COUNTY or the COUNTY of an act or omission that constitutes a default of an obligation under this Agreement does not waive another default of that or any other obligation.

18. **ASSIGNMENT.** The COUNTY may not assign this Agreement or assign or subcontract any of its obligations under this Agreement without the approval of the COUNTY's Board of County Commissioners. All the obligations of this Agreement will extend to and bind the legal representatives, successors and assigns of the COUNTY and the COUNTY.

19. **SUBORDINATION.** This Agreement is subordinate to the laws and regulations of the United States, the State of Florida, and the COUNTY, whether in effect on commencement of this lease or adopted after that date.

20. **INCONSISTENCY.** Any item, condition or obligation of this Agreement that is in conflict with the items listed in this paragraph is superseded to the extent of the conflict.

21. **GOVERNING LAWS/VENUE.** This Agreement is governed by the laws of the State of Florida and the United States. Venue for any dispute arising under this Agreement must be in Monroe County, Florida. In the event of any litigation, the prevailing party is entitled to a reasonable attorney's fee and costs.

22. **CONSTRUCTION.** This Agreement has been carefully reviewed by the COUNTY and the COUNTY. Therefore, this Agreement is not to be construed against any party on the basis of authorship.

23. **NOTICES.** Notices in this Agreement, unless otherwise specified, must be sent by certified mail to the following:

COUNTY:

County Administrator
1100 Simonton Street and
Key West, FL 33040

Director, Division of Community Services
Monroe County
1100 Simonton Street
Key West, FL 33040

CONTRACTOR

Ismael Gonzalez
Certified Records Management, LLC
P.O. Box 76155
Tampa, Fl. 33675-1155

24. **PUBLIC ENTITY CRIME STATEMENT.** A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crime may not submit a bid on an agreement to provide any goods or services to a public entity, may not submit a bid on a agreement with a public entity for the construction or repair of a

public building or public work, may not submit bids on leases of real property to public entity, may not be awarded or perform work as a contractor, supplier, sub-contractor, or consultant under a agreement with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

25. **ANTI-KICKBACK.** The Grantee warrants that no person has been employed or retained to solicit or secure this agreement upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, and that no employee or officer of the County or TDC has any interest, financially or otherwise, in the said funded project, except for general membership. For breach or violation of this warranty, the Grantor shall have the right to annul this agreement without liability or, in its discretion, to deduct from the agreement price or consideration, the full amount of such commission, percentage, brokerage or contingent fee.

26. **AUTHORITY.** Grantee warrants that it is authorized by law to engage in the performance of the activities encompassed by the project herein described. Each of the signatories for the Grantee below certifies and warrants that the Grantee's name in this agreement is the full name as designated in its corporate charter (if a corporation); they are empowered to act and contract for the Grantee, and this agreement has been approved by the Board of Directors of Grantee or other appropriate authority.

27. **FULL UNDERSTANDING.** This Agreement is the parties' final mutual understanding. It replaces any earlier agreements or understandings, whether written or oral. This Agreement cannot be modified or replaced except by another written and signed agreement.

28. **EFFECTIVE DATE.** This Agreement will take effect on _____.

IN WITNESS WHEREOF, each party has caused this Agreement to be executed by its duly authorized representative.

(SEAL)
ATTEST: DANNY L. KOLHAGE, CLERK

BOARD OF COUNTY COMMISSIONERS
OF MONROE COUNTY, FLORIDA

By _____
Deputy Clerk

By _____
Mayor/Chairman

CERTIFIED RECORDS MANAGEMENT, LLC

Witness

Witness

By _____
Title _____

MONROE COUNTY ATTORNEY
APPROVED AS TO FORM:

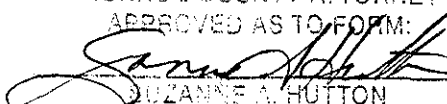

SUZANNE A. HUTTON
MONROE COUNTY ATTORNEY
5/1/14

EXHIBIT A

F

O

R

M

S

NEW INVENTORY:

Customer

- ☐ Boxes
- ☐ Files
- ☐ Detail indexing

CRM

Certified Records Management

PO Box 78155
Tampa, FL 33675-1155
Tel: (813) 247-1944
Fax : (813) 247-5644
Web site: flaorm.com

Account Number

Total

of
Page

- ☐ Hard Copy Inventory
- ☐ Climate Controlled Inventory
- ☐ Vault Storage Inventory

[illegible]

Authorized By/ Signature (Customer)

Dept.

Pick-up Date

Received By/Signature (CRM)

TRANSMITTAL FORM

Control #

3669



PO Box 78155
Tampa, FL 33675-1155
Tel: (813) 247-1944
Fax: (813) 247-5844
Web site: flacrm.com

DOCUMENT _____ of _____ CUSTOMER _____

DATE _____ ACCOUNT # _____

Certified Records Management

TYPE	ACTIVITY
Box	New Inventory
Tape/Cartridge	R-file
File	Retrieval

CRITERIA	SPECIAL INSTRUCTIONS
Regular Storage	Detail Indexing Y/N
Climate Controlled Storage	Other (See Below)
Vault Storage	

CUSTOMER I.D.	CRM I.D.

CUSTOMER I.D.	CRM I.D.
10	
11	
12	
13	
14	
15	
16	
17	
18	

CUSTOMER I.D.	CRM I.D.
19	
20	
21	
22	
23	
24	
25	
26	
27	

Exception Noted:	Exception Noted:

CHAIN OF CUSTODY	Courier Instructions: Transport via: (Circle one) CRM CONTRACT CUSTOMER
Initiated By _____ Date _____	
Courier Sign _____ Date _____	
Received By _____ Date _____	

Distribution: GOLD - Initiator PINK - Courier YELLOW - Receiver WHITE - Initiator

Delivery Ticket Number 398

Attention: JOHN DOE

XYZ COMPANY

CERTIFIED RECORDS

P.O. BOX 76155

TAMPA, FL 33675-1155

Toll Free Number

Office Number (813)247-1944

FAX Number

Date: 09/22/2000 Time: 14:53:18

If any questions please call immediately:

(813)247-1944

Items Included in this Delivery:

Client No.

Client Box Number	Assigned Box Number	Folder No.	Description	Client Matter	Deliver To	Date
12290	2882				JOHN DOE	09/22/2000

Boxes Delivered = 1

Folders Delivered = 0

Pickup Instructions:

Special Instructions:

Additional Comments/Notes:

	Boxes	Folders
Previously Returned:		
Now Being Delivered:	1	
Total:	1	

The above items have been delivered by the individual whose signature appears below. Unless otherwise noted, the items have been delivered in good condition and in accordance with our standard delivery policy. Any exceptions should be so noted and reported to your service representative.

Customer:

Dated:

Driver:

Dated:

Time Received: _____

Date Due: 09/22/2000

Time Due: 14:52:16

Report 10/00

R

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P

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INDEX OF REPORTS

- 1. BOX INVENTORY REPORT**
- 2. FOLDER INVENTORY REPORT**
- 3. DESTRUCTION NOTIFICATION REPORT**
- 4. DELINQUENT RECORDS REPORT**
- 5. CLIENT ACTIVITY REPORT**
- 6. DELIVERY TICKET**
- 7. INTERIM CLIENT STORAGE REPORT**
- 8. INTERIM CHARGE TICKET REPORT/FIXED CHARGES**
- 9. INVENTORY BY CROSS REFERENCE**
- 10. BOXES CURRENTLY CHECKED OUT**

REPORTS

BOX INVENTORY REPORT

ORDER BY

Permanent Box Number
Box Contents

INCLUDE

Folders
Cross Reference
Ranges
Checked Out To
Record Title Description

OPTIONAL FILTER INFORMATION

Beginning Date
Ending Date

SPECIAL FILTER INFORMATION

Treat This Field as a "Key Word" and Search
Beginning Box Content
Ending Box Content

ADDITIONAL INFORMATION

Client Number
Department Number

FILTER

By Department
Just one department
All departments
Each department -- new page
Print continuous

By range of dates
By range of box numbers
By ranged of box contents

Beginning Box Number
Ending Box Number

FOLDER INVENTORY REPORT

ORDER BY

Major Description
Minor Description
Matter Number
I D Number
Assigned Box Number

INCLUDE

Checked out to
Do "Key Word" Search
Boxes With No Folders

OPTIONAL FILTER INFORMATION

Beginning Date
Ending Date

ADDITIONAL INFORMATION

Client Number
Department Number

FILTER

By Department
Just one department
All departments
Each department -- new page
Print continuous
By range of dates (received)
By range of box numbers
For one I D Number

Key Word Search Argument

Beginning Box Number
Ending Box Number

Prepared For: **XYZ COMPANY**

Department:

Ordered by: **Assigned Box Number**

Containing: **Beginning with Box Number 11000 through 11008**



Box Inventory Report

Page Number 1 09/25/2000

Assigned Box Number	Cross References / Box Description	Location/Space	Box Size	Box Checked Out To:	Beginning Date	Ending Date	Date Received	Destroy Date	Department	Record Title
11000	Cross Referenced by: 12460	1G1-01-01B1 8	2				08/09/2000	12-9999	01	
11001	Cross Referenced by: 12464	1G1-01-07B2 2	2				08/09/2000	12-9999	01	
11002	Cross Referenced by: 12462	1G1-01-07B3 1	2				08/10/2000	12-9999	01	
11003	Cross Referenced by: 12463	1G1-01-07B2 5	2				08/10/2000	12-9999	01	
11004	Cross Referenced by: 12469	1G1-01-07B3 2	2				08/21/2000	12-9999	01	
11005	Cross Referenced by: 12467	1G1-01-07B3 3	2				08/21/2000	12-9999	01	
11006	Cross Referenced by: 12470	1G1-01-07B3 4	2				08/21/2000	12-9999	01	
11007	Cross Referenced by: 12468	1G1-01-07B3 5	2				08/21/2000	12-9999	01	
11008	Cross Referenced by: 12472	1G1-01-07B3 6	2				08/21/2000	12-9999	01	
	Total Boxes This Report = 9									

Containing: Boxes Cross Referenced From 12240 To 12245



Box Inventory Report

Page Number 1 09/25/2000

Client's Cross Reference #1	Cross Reference #2	Assigned Box Number	Box Description	Location/ Space	Box Size	Beginning Date	Ending Date	Date Received	Destroy Date	M
12240		10309		1G1-01-03C5	4			05/26/2000	12-9999	
12242		10369		1G1-01-05C5	4			05/30/2000	12-9999	
12243		10345		1G1-01-04C6	4			05/30/2000	12-9999	
12244		10349		1G1-01-05C6	4			05/30/2000	12-9999	
12245		10381		1G1-01-06C1	4			05/30/2000	12-9999	
			Total Boxes This Report =	5						

DESTRUCTION NOTIFICATION REPORT

CHOOSE ORDER

By Box Content

By Assigned Box Number

DEPARTMENT OPTIONS

All Clients

One Client/All Departments

One Client/One Department

Each Department on Separate Page

Do Not Separate Department

PRINT OPTIONS

Include Boxes With No Destruction Date

Include Boxes With Permanent Destruction Date (12-9999)

Include Folders

INCLUDE

All Boxes Eligible Up Through The Specified Date

All Boxes Eligible Between Two Given Dates

ENTER DATE(S)

Through This Date

Beginning Date

Ending Date

ADDITIONAL INFORMATION

Client Number

Department Number

DELIQUENT RECORDS REPORT

CHOOSE

Delinquent Record Report

Memorandum of Late Returns

INCLUDE

All Clients

One Client

One Client/Department

Plus. days

Memo Information

From:

Subject:

ADDITIONAL INFORMATION

Client Number

Department Number